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| John Doe | | |
| Summary  Detail-oriented recent graduate with a strong foundation in finance and accounting principles. Eager to leverage analytical skills and attention to detail in a Reconciliation Specialist role.  Work Experience  **Accounting Intern Jun 2022 – Aug 2022**  XYZ Corp Anytown, CA   * Assisted in reconciling monthly bank statements, ensuring 100% accuracy. * Supported the finance team in data entry and financial reporting tasks.   **Finance Assistant Jan 2022 – May 2022**  ABC Finance Anytown, CA   * Conducted preliminary checks on financial transactions to ensure data integrity. * Collaborated with senior accountants to streamline reconciliation processes.   Education Bachelor of Science: Finance Jan 2022 *State University**Anytown, CA* | Contact  (123) 456-7890  john.doe@example.com  Anytown, CA 12345  Skills  Data Analysis  Attention to Detail  Excel  Problem Solving  Communication  Time Management  Team Collaboration  Accounting Principles |